

Youth Apprenticeship (YA) Request For Proposals (RFP) 2013-14

Question and Answer Follow Up to April 10 Publication of RFP (As of April 23, 2013)

1. I just want to verify the minimum grant amount and required student enrollment required to apply for a DWD-YA grant.

The minimum number of students estimated to be enrolled has changed from 11 to 23, because the minimum grant request has doubled from \$10,000 to \$20,000. With the \$900 cap, that means there should be at least 23 total enrollments expected during the fiscal year for any consortium to operate with state funding. Consortia can apply and be approved to operate without a request for state funding. Consortia with low student enrollments can also discuss options to join another consortium for the fiscal year. The state does not dictate the terms of agreement for such arrangements. We ask that the terms of agreement for affiliation be outlined in the signed school district affiliation agreements submitted with each consortium grant application.

2. What should be stated in the school district affiliation agreements for the “terms” of school district affiliation?

A description of the “terms” of affiliation between the applying YA Consortium and each school district is required for each affiliation agreement, along with signatures by both parties. The “terms” should describe what the parties agree guides their Youth Apprenticeship relationship. The change in YA policy permitting school districts to affiliate with more than one YA Consortium requires that DWD understand the distinctions among multiple consortia affiliating with a single school district.

3. Has the \$900 cap per YA Enrolled student been lifted?

The \$900 cap on state funds used for each enrolled student has not been lifted. In the Guidelines, page 2, under “Application Requirements” it states that applicants are required to limit state-funded costs per student to a maximum of \$900 per youth apprentice (total grant award).

4. If a school district signs the affiliation agreement and indicates that they are going to have 10 students, for example, and historically they have only had 3 students, are we as coordinators allowed to adjust the grant to a more realistic number, or will we have to stick to the numbers they provided on the agreement?

Affiliation agreements are signed by both parties, with the assumption the form states their agreement. Neither party should sign an agreement with which they do not agree. The number identified on the agreements should total to match the expected student enrollments identified on the application cover page, Quarterly Program Plan page, Program Area Chart page and the School District List page.

5. Will all grants be funded if they have the minimum number of students?

On page 3 of the Guidelines it states “*All grant awards are contingent upon the availability of state funds throughout the grant period.*” On page 4 under Grant Awards it states that funding will be awarded based on a set of criteria that will guide the process of evaluation this year by committee.

6. Are applicants required to have representation from ALL parties listed on the Steering Committee, or can they continue to build as the year goes on?

Consortium applicants are required to report membership and operational procedures for their steering committee, as it exists at the time the YA grant application is submitted. The same applies to other partnerships. Report the partnerships and terms of partnership for those with signed agreements at the time the YA grant application is submitted.

7. Can steering committee members represent more than one Organizational Type?

Steering Committee members should not be expected to represent more than one organizational perspective.

8. Is there a requirement for the number of at-risk or disengaged youth in the grant cycle?

The grant application asks for consortium plans to enroll students identified as at-risk or disengaged. The same applies to enrollments that qualify as non-traditional by gender and disabled. Describe your plans or expectations for these enrollments during the 2013-14 fiscal year.

9. Are email confirmations for school district and partnership agreements still permitted?

No, e-mail confirmations are no longer accepted. All school district and partnership agreements must describe the terms of agreement, have hand signatures, and send scanned copies with the grant application.

10. What information should be included in the program description for steering committee coordination?

The list of steering committee members should be listed on Appendix F. The information expected in answering narrative question A.1 should describe how the committee operates (i.e. methods of communications, frequency and decision-making authority and responsibility).

11. If it [2013-14 YA grant process] is competitive and not all grants are funded, what are the evaluation criterions?

2013–14 WI Youth Apprenticeship Local Grant & Program Application - Review Criteria

Although point values are indicated for each set of criteria, there is no set value for any particular criterion.

Grant Application Section	Total Points Available
Narrative A. Program Description, B. Coordination of Activities, C. Student Goals 2013-14 & D. Cost Efficiency/Sustainability	25 Points
Overall Goals, Objectives and Activities Address -Clearly stated -Includes required program coordination -Proposes realistic goals, objectives and timetable	25 Points
Accountability Measures and Systems -Includes measures and methods that will clearly document quantifiable progress and success	22 Points
Program Coordination and Linkages	22 Points
Special Project Features for "Extra Credit" -Includes YA enrollments of at-risk (or disengaged) students, non-traditional by gender students, and/or disabled students	6 Points

12. Who is evaluating the final grants?

All 2014 YA grant proposals are subject to committee evaluation and review to include DWD staff and other representatives outside DWD.

13. What would be an example of an Other Public Agency represented on the YA Consortium Steering Committee?

Examples of other public agencies: CESA, UW school, city or county youth services agency, Division of Juvenile Corrections located in the WI Department of Corrections and the new Office of Youth Services located in the WI Department of Children and Families, Division of Safety and Permanence.

14. Which employment sectors would be defined as high-demand?

Generally DWD wants everyone to align youth employment with occupations that labor market projections indicate are high demand. One place to learn more is on the [US Department of Labor, Statistics/Occupations](#) website.

15. What if our DWD boards only work with 21 and over populations? Do we just state that within our grant? Will that affect the funding or approval of our grants?

Yes, please state that in your grant application.

Workforce Development Boards are responsible for serving Workforce Investment Act eligible youth ages 14 to 21. The law says that local boards are required to spend at least 30% of their WIA Youth formula funding on Out-of-School Youth (OSY), which is defined in the law, rules and regulations. If they want, they can spend 100% of their WIA Youth formula funding on OSY.

The WIA youth program is for low-income (defined by law), 14 - 21 years old that are in one of the following categories:

- Deficient in basic skills literacy;
- School dropout;
- Homeless, runaway, or foster child;
- Pregnant or parenting;
- Offender; or
- Individual (including a youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment. (This category is defined by the local WDB.)

There are 11 Workforce Development Areas (WDAs) in Wisconsin and each WDA has a manager/lead [WIA youth program contact](#).

16. What are the definitions for at-risk and non-traditional?

See terms and definitions as outlined in the new Appendix J of the YA Application Guidelines.

17. Document Edits:

1. Appendix E column heading change from “New Students” to “# Students 2013-14.”
2. Appendix F adds WDA to the list of Steering Committee representative types titled “Organization Type.”
3. YA Application Guidelines, Appendix B, Instructions of Completing the Budget and Budget Worksheet: removes reference to consortium coordinator position amount limits in the first paragraph of page 7.
4. Appendix J Terms and Definitions added to RFP Guidelines.

DWD reserves the right to edit questions and replies, identifying date of latest version.